

Lake County Central Permit Facility
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Individual Sewage Disposal (ISD) Procedure Guide

If you have purchased, or are planning to purchase, a property requiring an **Individual Sewage Disposal (ISD) system**, you must secure an approved plan for the wastewater disposal system from the Health Department. You may elect to secure this approval prior to purchasing the lot. The following information may assist you:

1. A soil evaluation is required. The evaluation, conducted by a Lake County Licensed Soil Classifier, will determine the type and size of the system area for the ISD designer.
2. Many projects are likely to require the involvement of several Lake County agencies during the review process. In order to streamline the submittal process, a Lake County Project Manager (PM) will be assigned to your project and will guide you through the process. Your PM will serve as a single point of contact to answer any questions, coordinate the project approval process, resolve issues that affect the project flow, and keep project approval on established time lines.
Prior to the submittal of your project, you can request an early assistance meeting by contacting a PM at 847-377-2600. Early Assistance meetings are provided at no charge, and the meeting will be coordinated by a PM to ensure all involved Lake County departments are present to address your proposed project. The meeting will identify project requirements and design issues before the project begins. The meeting may offer guidance on the best use of a complicated site. Minutes from the meeting will be provided for your use in design, layout and/or calculations that may be required for your proposal.
3. A Licensed Septic Designer will use the soil evaluation and early assistance information (if applicable) to design the wastewater distribution system. A list of licensed septic designers is available at our office or on our website. Requirements for submittal include an application, appropriate fees, a current Plat of Survey, septic plans, house plans and a copy of the soil evaluation results. Specific submittal information is available from your Project Manager.
4. Plans, new or resubmitted, are reviewed on a first in, first out basis. A plan review may take as long as 10 working days, and processed plans are released to the applicant unless prior permission from the applicant is granted for release to another party.
5. The entire septic area and the expansion area should be fenced to protect the areas from damage prior to the start of construction on the site. **Adequate fencing must be in place prior to the Construction Permit review.**
6. Appropriate fees are due when the proposed project/ISD plans are submitted. Applications will not be accepted without the fees. The Health Department fee for most residential properties is **\$540.00**, depending upon the required system design. Note: If there is a proposed water well on-site, the fee will be **\$603.00**. If a plan has been returned to the applicant for corrections or missing information, a **\$70.00** re-submittal fee will be charged. An additional **\$41.00** fee is required for recording Certificates of Septic Field Restrictions and/or Land Covenants.
7. Any change or addition to approved plans must be reapproved by the Health Department and possibly by other county departments, as applicable. Failure to resubmit plan changes may result in the revocation of permits and, in most cases, will cause all work to stop until a corrected plan has been reviewed and approved.